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Dependent Eligibility Verification

For your dependents to be covered under the Chevron Phillips Chemical benefit plans, you will be required to submit proof of eligibility to the Dependent Verification Center. You must submit the required documents by the deadline indicated on the communication from the CPChem Benefits Service Center.

The following are documents that will be required for dependent verification.

SPOUSE	
Two documents are required — one from Section A and one from Section B, unless otherwise noted	
Section A	Section B
<ul style="list-style-type: none"> ▪ Government-issued marriage certificate, including date of marriage (no other document from Section B is required if you got married in the past 12 months) 	<ul style="list-style-type: none"> ▪ Federal tax return within last two years that lists your spouse ▪ Current proof of joint ownership issued within the last six months

CHILD	
One document is required , unless otherwise noted	
Dependent Type	Document Required
Biological child	Government-issued birth certificate that includes parents' names
Adopted child	Government-issued birth certificate or adoption certificate or placement agreement
Stepchild	Government-issued birth certificate that includes parents' name AND one or both documents from Section A and Section B (from Spouse chart above) to verify spouse
Legal ward	Government-issued birth certificate AND court-ordered document of guardianship
Foster child	Government-issued birth certificate AND foster care letter of placement
Disabled child	Documentation listed above AND federal tax return within last two years claiming the child <i>Note: You cannot verify a disabled adopted child with a placement agreement or petition</i>

IMPORTANT INFORMATION ABOUT DOCUMENTATION

- Black out all financial information and Social Security numbers.
- PHOTOCOPYING VITAL RECORDS MAY BE PROHIBITED BY STATE LAW. Some states have laws that do not allow a person to copy vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied.
- Confirm whether or not it is allowed to copy vital records with the vital records office that issued the record in question.
- If copying is not allowed, we recommend that you get a duplicate government-issued document from your vital records office (a noncertified document is acceptable if available) and send it by U.S. mail.
- **Documents sent will not be returned.**

(continued)

Submit your dependent eligibility documents using one of the methods below.

METHOD	INSTRUCTIONS	TIMING
Upload (for fastest results) using your computer or smartphone	Log in at digital.alight.com/cpchem and click or tap on the “Verify My Dependent Eligibility” alert	Expect a determination within 3 business days , but you can check the status online
Secure fax	Fax to: 1-877-965-9555	Expect a determination within 3 business days , but you can check the status online
U.S. mail	Mail to: Dependent Verification Center P.O. Box 1401 Lincolnshire, IL 60069-1401	Expect a determination in the mail within 21 business days

If you have questions, **contact the Dependent Verification Center at 1-800-725-5810**. Representatives are available Monday through Friday from 7 a.m. to 10 p.m., Central time. You can also send an email through the secure mailbox option available on the Dependent Verification Portal at digital.alight.com/cpchem.

A glossary of terms used in the required documents is below.

GLOSSARY OF TERMS	
Term	Definition/Description
Birth certificate	<ul style="list-style-type: none"> ▪ Must include names of parents. Certificates that do not include parents’ names will not be accepted. ▪ Hospital-issued birth certificates are only accepted for children who are less than 3 months of age.
Government-issued	<ul style="list-style-type: none"> ▪ An official government record printed on security paper and includes an official raised, embossed, impressed or multicolor seal.
Proof of joint ownership	<ul style="list-style-type: none"> ▪ May include mortgage statements, bank statements, credit card statements, current rental/lease agreements (including start and end dates and cannot be month to month) or property tax statements with both parties’ names as co-owners. ▪ Proof of joint ownership includes separate documents in participant’s name and spouse’s name, both showing the same address. ▪ Proof of joint ownership cannot be delinquent or past due.
Federal tax return	<ul style="list-style-type: none"> ▪ Send only the first page of your recent federal tax return (Form 1040) that shows your dependent.